

Section 4 Utilities and Reports
Backing Up & Circulation
Destiny 10.5 Self -Check Assessment

1. How are Destiny 10.5 system backups and rebuilds handled and by whom?
2. What types of information can you retrieve by running a circulation report?
3. What are two ways to run a circulation report?
4. What type of information can you retrieve by running an inventory report?
5. How often is the system backed up?
6. What are the three headings choices under “Circulation”?
7. What type of information does “Overdue Materials” display?
8. When clicking on the “Circulation” tab, what information is highlighted by default?
9. What do you do if the patron’s number is not available?
10. What do you do if you want to see only the materials that have been checked out “only for today”?